

CHECKLIST FOR BRIEFS

COVER OF BRIEF:	Fed. R. App. P. 32(a)(2)
Correct Color Appellant - blue; Appellee - red; Intervenor or Amicus - green; Reply - gray Cross-Appeal: First - blue; Second - red; Third - red; Fourth - gray	
First Circuit case number	
Heading: "United States Court of Appeals for the First Circuit"	
Title of Case (Does title match court's caption, and if not, has motion to amend caption been filed?)	
Nature of proceeding (e.g., Appeal, Petition for Review) and name of court, agency or board below	
Title of the brief (e.g., Brief of Appellant John Doe)	
Name(s), address(s), and telephone numbers of counsel representing the party for whom the brief is filed	
CONTENTS:	Fed. R. App. P. 28, Loc. R. 28
Refer to Fed. R. App. P. 28(b) and (c) for optional sections of appellee's brief and reply brief.	
Corporate disclosure statement, if required by Fed. R. App. P. 26.1	
Table of contents, with page references	
Table of cases (alphabetically arranged), statutes, and other authorities	
Statement in support of/against oral argument (optional, Loc. R. 34(a))	
Page limitation, word or line count begins here, Fed. R. App. P. 32(a)(7)(B)(iii)	
Jurisdictional statement	
Statement of the issues	
Statement of the case	
Statement of the facts, with appropriate references to the record and appendix	
Summary of the argument	
Argument, <ul style="list-style-type: none">• with citations to the authorities, statutes and with appropriate references to the record and joint appendix, and• applicable standard of review for each issue, may appear in the discussion of each issue or under separate heading place before the discussion of the issues	
Conclusion	
Page limitation, word or line count ends here, Fed. R. App. P. 32(a)(7)(B)(iii)	

Signature (Appearance form filed?)	
Certificate of compliance as required by Fed. R. App. P. 32(a)(7)	
Certificate of service	
Addendum, containing copy of each judgment, order, or ruling being appealed, along with any supporting opinion, memorandum or statement of reasons issued by the judge or magistrate judge. (Have sealed or confidential documents been segregated and filed as a separate volume clearly marked "SEALED"?)	
FORM OF BRIEFS	Fed. R. App. P. 32, Loc. R. 31, 32
Typeface, Fed. R. App. P. 32(a)(5)	
<ul style="list-style-type: none"> • 14 point proportionally space font, with serifs (ex. CG Times, Times New Roman), or • 12 point monospaced font (ex. Courier New) 	
Length, Fed. R. App. P. 32(a)(7)	
<ul style="list-style-type: none"> • <u>Page Limitation:</u> Principal briefs 30 pages, Reply brief 15 pages, or • <u>Type-volume Limitation.</u> Principal brief no more than 14,000 words with either proportional typeface or monospaced typeface; or no more than 1,300 lines of text for monospaced typeface. Headings, footnotes, and quotations count toward the word and line limitations. Reply brief contains no more than half of the type-volume of principal briefs. 	
Footnotes, must be same sized text as used in the body of the brief	
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Margins, at least one inch on all four sides	
One copy of brief, cover to cover exclusive of non-computer generated appendices, on disk in either DOS WordPerfect or WordPerfect for Windows, 5.1 or greater	